**EXCEL JOB PREPARATION ASSIGNMENT -4**

1Ans: Relative cell references are basic cell references that adjust and change when copied or when using AutoFill.

2Ans: When evaluating a formula, Excel follows a standard math protocol called "order of operations". In general, Excel's order of operation follows the acronym **PEMDAS (Parentheses, Exponents, Multiplication, Division, Addition, Subtraction)**

3Ans: **Ctrl+Shift+L** is the keyboard shortcut to turn the filters on/off. You can see this shortcut by going to the Data tab on the Ribbon and hovering over the Filter button with the mouse

4Ans: A formula is an expression that uses cell references or hard-coded numbers to calculate the value of a cell. Whereas a function is a predefined formula already available in Excel. Functions streamline the process of creating a calculation.

6Ans:

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| **Error** | **Meaning** |
| #DIV/0! | Trying to divide by 0 |
| #N/A! | A formula or a function inside a formula cannot find the referenced data |
| #NAME? | Text in the formula is not recognized |
| #NULL! | A space was used in formulas that reference multiple ranges; a comma separates range references |
| #NUM! | A formula has invalid numeric data for the type of operation |
| #REF! | A reference is invalid |
| #VALUE! | The wrong type of operand or function argument is used |